

**State of Connecticut
Department of Social Services
Job Opportunity**

ELIGIBILITY SERVICES SUPERVISOR

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Posting Date: January 29, 2013

Closing Date: February 12, 2013

The Department of Social Services is presently recruiting for an Eligibility Services Supervisor vacancy located in our Hartford Regional office. This position may be filled by candidates from mandatory Re-employment and Sebac Lists which we are obligated to use. Applications will be accepted from candidates who have taken the current Eligibility Services Supervisor Examination Number 050980 and have received a passing score or State employees who have attained permanent status in the job classification.

Open To: Department of Social Services Employees

Position: Eligibility Services Supervisor
REF: Sup/Htf

Bargaining Unit: Social and Human Services (P-2)

Salary Range: \$58,318.00 - \$74,296.00 (SH 23)

Location: Hartford Regional Office

EXAMPLE OF DUTIES: Supervises Eligibility Specialists, Eligibility Services Workers and other staff as assigned. Schedules, assigns, oversees and reviews the work of staff; provides staff training and assistance including identifying, planning and implementing training; conducts performance evaluations; determines priorities and plans unit work; establishes and maintains unit procedures; ; develops or makes recommendations on development of policies and standards; acts as liaison with other operating units, agencies and outside officials regarding unit policies and procedures; prepares reports and correspondence; consults with and directs staff in difficult, unusual and/or complex case resolution; implements personnel policies and procedures; performs related duties as required.

MINIMUM QUALIFICATIONS REQUIRED

KNOWLEDGE, SKILL AND ABILITY: Considerable knowledge of and ability to interpret and apply relevant agency policies and procedures; considerable knowledge of and ability to interpret and apply relevant state and federal laws, statutes and regulations; considerable knowledge of available community support and social services resources; considerable knowledge of Eligibility Management System; knowledge of personnel policies; considerable interpersonal skills; considerable oral and written communication skills; supervisory ability.

APPLICATION PROCEDURE: Candidates should complete the State of Connecticut Application Form for Examination and Employment (CT-HR-12). This form can be obtained from the State of Connecticut Department of Administrative Services Human Resources Website at http://www.das.state.ct.us/HR/Forms/CT-HR-12_Application.pdf. Due to the large number of applications submitted we cannot confirm receipt of applications. Please either mail or fax your completed, original State of Connecticut Application (CT-HR-12) to :

**Division of Human Resources
Department of Social Services
25 Sigourney Street
Hartford, CT 06106**

**FAX# (860) 951-2979 or
(860) 424-5585**

APPLICATIONS MUST BE RECEIVED ON OR BEFORE FEBRUARY 12, 2013, CLOSE OF BUSINESS

An Equal Opportunity/Affirmative Action Employer